

Caban Y Faenol CYF

Evacuating due to a serious incident

A member of staff will raise the alarm immediately then the First Aider will be notified and take responsibility for deciding upon the appropriate action. If the emergency services will needed to be called this will be done at the earliest possible opportunity. The First Aider will assess the situation and decide whether the child needs to go straight to hospital or whether they can safely wait for their parent/carer to arrive.

We will follow the Fire Evacuation procedure to ensure everyone is able to leave the building safely.

All children will be escorted away from the area and to a safe place. A register will be taken to ensure all children are present.

If a child needs to go straight to hospital, an ambulance will be called. The parent/carer will also be contacted. A member of staff will accompany the child to the hospital and will consent to medical treatment being given, so long as the Emergency Medical Treatment Form has been completed and sign.

If a child does not need to go straight to hospital but their condition means they should go home, the parent/carer will be contacted and asked to collect their child.

If for any reason the Manager is absent at the time of an incident, another member of staff will assume responsibility or nominate a replacement member of staff.

A message will be sent out to parents to inform them of the situation. Below is an example of what that message may contain:

Due to an incident we have been advised by the emergency services to evacuate the building. We kindly ask that you do not collect your child until it is safe to do so. We will let you know as soon as possible when that is likely to be. In the meantime, we need to keep the phone lines clear and we would appreciate your cooperation in refraining from calling us unless it is absolutely essential that you speak to us.

Notification of an Incident

Information about the incident could come from a number of sources:

- staff member;
- child;
- parents;
- police;
- the media;
- the County Council
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Gathering Information when a warning comes from outside of the setting

Whoever receives the warning / information should ask for the following information:

- Name of the caller/informat
- What has happened?
- Who is at risk?
- Are the emergency services aware?
- Has anyone been injured?
- What steps have been taken so far?
- Name/contact details for the responsible person
- What is their advice to the setting?

Recording the Incident and Further Steps

Once the incident is over and everyone is safe, it is important that we record the events in as much detail as possible. Caban Y Faenol Cyf will inform CIW of that which has happened, and be aware that external agencies such as CIW, Social Services or the Police may wish to see the records. If the incident arose due to a situation where the danger involved a particular child (or his/her family) then this must be recorded in the child's chronological record, and the Child Protection Policy must be followed. In certain situations we will need to separate that child's record and lock it away on its own, ready for use by other agencies which have a legal duty to investigate Child Protection situations.

All such accidents or incidents will be recorded in detail and logged in the Accident and Incident Record Book. Parents/carers will be asked to sign in the relevant section of the book to acknowledge the incident or accident and any action taken by the Club and its staff.

The Manager and other relevant members of staff should consider whether the accident or incident highlights any actual or potential weaknesses in the Club's policies or procedures, and act accordingly, making suitable adjustments where necessary.

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